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22 July 1981

July Rega

MEMORANDUM FOR: Deputy Director for Administration

Deputy Director for National Foreign Assessment

Deputy Director for Operations

Deputy Director for Science and Technology

General Counsel

Director of Personnel

Comptroller

Director, Office of Policy and Planning

FROM

: Deputy Director of Central Intelligence

SUBJECT

Congressional Testimony

Beginning immediately, all briefing materials prepared for the DCI or me on Congressional hearings or briefings should be forwarded to the Chief, External Affairs Staff/OPP no later than 48 hours before the scheduled appearance. In the case of testimony on major and complicated issues, such as the budget, these materials should be forwarded to the External Affairs Staff no later than 72 hours before a scheduled appearance on the Hill. In cases where information for testimony is not available until just before the scheduled appearance, materials may be forwarded 24 hours prior to the hearing or briefing. When a prepared statement is required by a Congressional Committee, the draft should be forwarded for review ten days in advance.

/B. R. Inman Admiral, U. S. Navy

cc: Chief, EAS/OPP